

**Please Note: These minutes are pending Board approval.  
Board of Education  
Newtown, Connecticut**

Minutes of the Board of Education meeting on October 17, 2017 at 7:30 p.m. in the council chambers at 3 Primrose Street.

K. Alexander, Chair	L. Rodrigue
M. Ku, Vice Chair	J. Davila
D. Leidlein, Secretary (8:20)	R. Bienkowski
J. Vouros	5 Staff
R. Harriman-Stites	15 Public
A. Clure	1 Press
D. Cruson	

Mr. Alexander called the meeting to order at 7:30 p.m.

Item 1 – Pledge of Allegiance

Item 2 – Consent Agenda

MOTION: Mrs. Ku moved that the Board of Education approve the consent agenda which includes the minutes of October 3, 2017 and the medical leave of absence for Kristen Fazzino. Mrs. Harriman-Stites seconded. Motion passes unanimously.

Item 3 – Public Participation

Lucia Kortze, 7 Rooster Ridge, spoke about being on the task force and after four meetings the proposal tonight was to remove five minutes from the end of the Reed day which is over 70 hours in the year. She and Katie Burke put together a proposal to go back to having three tiers which was voted as the number one option. We were told it was not viable because there was not enough time between the tiers. The bus company asked for a year to research the implementation of start time changes. Monday evening she removed herself from the task force. She asked the Board to seek an outside company to review the routes and also to have a public discussion.

Katie Burke, 48 Taunton Hill Road, was on the task force. Dr. Rodrigue will introduce a plan tonight which will ease the burden on teachers in the afternoon but still won't get children to Reed on time. She spoke about the three options. The bus company did not give definitive answers as to the cost for additional buses. Another choice was using perimeter buses. She asked the Board to give this option more time to vet and to survey Reed and elementary parents for their opinion. It would be helpful to set the routes for next year.

Item 4 – Reports

Chair Report: Mr. Alexander thanked those who gave their time to be on the task force including the Board members.

Superintendent's Report: Dr. Rodrigue also thanked the members of the task force. She attended a CABE workshop this morning with Mrs. Ku regarding new legislation that impacts education around expelled students and the number of hours for alternative education. The administrative team just completed the development of district goals and measurable action steps for vision/communication, curriculum and instruction, and climate and culture.

Committee Reports:

Mr. Vouros reported on the Curriculum and Instruction Committee. Tonight's presentation of the Spanish 1A curriculum will be for students coming from the middle school who were not exposed to a foreign language. The Project Lead the Way biomedical science course will also come to the Board for adoption. Some of us will go to New Britain High School where the course is being taken.

Mrs. Ku said a number of policies will be coming to the Board.

Mr. Alexander said the CIP committee did not meet but received questions from the Board of Finance. He also mentioned the community forum interactive discussion on the superintendent position was being held tomorrow night at 7 pm in the HS lecture hall.

**Student Reports:**

Talia Hankin: October 11 was schoolwide testing day. There have been guest speakers for seniors on mindfulness and legal rights of students in a school environment.

Rory Edwards: October 26 there will be a blood drive to support an ill resident which will be facilitated by the Red Cross.

Talia: The week of October 30 is annual spirit week with a pep rally in the stadium.

Rory: In response to the shooting in Las Vegas students will be writing letters to residents.

Talia: Le Mis will be the spring musical in mid-March.

Rory: High school sports teams are doing very well. The freshman boys' soccer participated in the Monroe 5K run.

**Item 6 – New Business**

**Spanish 1A Curriculum:**

Dr. Rodrigue introduced Liz Ward who presented the Spanish 1A curriculum which will be offered to high school students who did not take Spanish in the middle school.

Mrs. Ku asked about the technology requirements.

Ms. Ward said that each student will need a computer and headset. We will get a Chrome cart in the department so it will be in the classroom. Headsets will be requested through the technology department.

Mr. Vouros asked if anyone was looking at Spanish moving up the grades from elementary.

Ms. Ward said they started talking about the themes from year 1 to year 4 and have been having discussions with Marianne Grenier on alignment from the elementary through the high school.

Mrs. Ku said this was adding another option for high school students and asked Mr. Roach if he supported it.

Mr. Roach stated that this is a graduation requirement so they have to take a world language. These will make it easier for the students to be successful.

Mr. Clure suggested that juniors or seniors be mentors for the students in this course.

Ms. Ward said that they do a little of that now and will look at that in the future.

**NICE Potential India Study Tour:**

Dr. Rodrigue introduced Sue McConnell, Tim DeJulio and Reena Sahani. Along with them, Kimberly Longobucco and Sara Chow were part of the pilot group who went to India in September. We are vetting it to see how we could bring this to the high school for our students.

Mrs. Sahani said that she and her husband are high school parents. They moved here for the schools and liked the concept of community service for the students.

Sue McConnell and Tim DeJulio spoke about their anticipated trip with possibly 10 students.

The cost for the students would be approximately \$2,800 and there would be three chaperones.

Mrs. Ku asked what would happen if students were interested but unable to afford the trip.

Mr. DeJulio said the parent organization has a scholarship application which could help two to three students.

Item 4 – Reports (continued)

## Financial Report:

MOTION: Mrs. Ku moved that the Board of Education approve the financial report and transfers for the month ending September 30, 2017. Mr. Cruson seconded.

Mr. Bienkowski presented his report. We have 23 special education students that moved into the district over the summer with an additional four since this report was prepared. In addition to these students, there are 36 who are outplaced with 14 mediated settlements for a total of 50 tuition students. Based on tuition and mediation needs for these students we will exceed the budget by approximately \$322,000. He suggested that the Legislative Council be asked that this amount of money be restored to the budget but we should wait until the State budget is settled. We have to put a 25% hold on expenditures for now. We will also need a transfer from the Town because we took over the assumption of the SSO's program which is estimated at approximately \$320,000.

Mrs. Ku requested to discuss the money from the Town for the SSO's before there is turnover after the election.

Mrs. Harriman-Stites was concerned about the special education shortfall. She asked if in the budget process there was a way to protect us from something like this happening.

Mr. Alexander said for the past few years we have been trying to be clear about our needs. We should look at ways of having a contingency fund in the budget.

Dr. Rodrigue said we have been talking with the principals and looking at how we utilize special education resources.

Mr. Vouros said the key is that the Board of Finance and Legislative Council understand that we have no control over the special education budget and it should not be part of the rest of the budget. It isn't fair to the other students.

Mr. Cruson asked if these 27 new special education students actually moved into Newtown or were just identified.

Mr. Bienkowski said they all moved in from other towns.

Mr. Clure asked why insurance is \$10,000 more than budgeted.

Mr. Bienkowski said there are two pieces to insurance. One is athletic insurance which came in \$5,000 more. The other part is we have a big liability with property insurance. It was more of a 5% increase for athletic insurance. We are members of Cirma which is considerably cheaper than other insurance companies. They don't tell us what the final premiums will be as this is done in June.

Mr. Clure asked if more propane buses were being added and if we were saving because of the fuel.

Mr. Bienkowski said propane buses are still more efficient and cleaner for the environment. The contract has a phase in plan for the buses. It is still cheaper to use propane over diesel.

Mrs. Ku asked if we know how much fuel we are using now

Mr. Bienkowski said we get bills from Mitchell every time they deliver to the bus lot but we have not done an analysis on that yet.

Mrs. Ku wants to be sure the town understands our situation.

Mr. Bienkowski said they get the financial report each month.

Mr. Vouros thought it would help to send a letter with this report regarding the special education costs. It's important that they understand what is happening.

Mrs. Harriman-Stites said it would be helpful to have a more formal process to keep them informed on what is happening now. She asked for the enrollment report at the next meeting. Dr. Rodrigue would email the report to the Board.

Mr. Clure asked if the Board needed to take action on the 25% hold.

Mr. Bienkowski stated that we made it clear to the administrators that we were going to report to the Board that this hold is until we find out what the State budget will be. There will also be the issue on what the Town will do. Everything is on hold right now. We do that hold administratively.

Mr. Vouros asked how the 25% hold translates to the students and what they won't get.

Mr. Bienkowski said it doesn't impact fixed costs but instead affects instructional supplies, conference, professional development activities and purchased services. The 25% will come to \$860,000.

Dr. Rodrigue said it will affect some major purchases, training and professional development. If there is something they truly need we want them to ask.

Motion passes unanimously.

#### Item 5 – Old Business

##### Task Force Update:

Dr. Rodrigue spoke about the task force and that she wanted to look at an immediate remedy and then look to the future. We need to fix this and move on to focus on teaching and learning. The time in the afternoon was problematic because of the shuttles. The other piece is in the morning with the first priority for the final buses getting to Reed. The other was teacher time. The immediate remedy was to dismiss Reed by five minutes to allow more efficient shuttles to the elementary schools. She wants to utilize two buses in the fleet to transport students directly to Reed. Instructionally Reed doesn't start until 9:17 a.m. This mirrors an option for perimeter buses if we choose to remove the shuttle. The students arrive different times so finding some time to compensate for time lost is reasonable. If we are looking at a different scenario next year we might want to use a consultant to support our work with a future proposal. All groups worked collaboratively and decided on the top three options that were viable. One option was three tiers which had an elementary dismissal at 4:07p.m. which means they wouldn't get home until 5:00 p.m. The second option would provide Reed with 17 dedicated buses for Reed for a cost of \$1,026,630.

Future Proposal I keeps the shuttle and offsets the start and end times. Reed starts 8:55 a.m. with dismissal time remaining the same. Future Proposal II has no shuttle for Reed and the elementary schools stagger times and explore perimeter buses for the elementary schools in the afternoon. She is concerned about making a big change right away.

Mrs. Harriman-Stites has concerns about cutting five minutes from the Reed day and that it took eight weeks to get there. She was hoping for something to solve the problem in a more equitable way. Where did the information on the elementary schools getting out at 4:07 come from? There is conflicting information, she wants input from All-Star, and also wants them to attend our meetings when they are on the agenda.

Dr. Rodrigue understood the lack of trust but we need time to make a different change. The task force was to find an immediate change. Principals and staff weighed in as well. Moving this option meant that Reed had to start at a different time. Mrs. Uberti is looking to move to an eight-period day next year. She found time because she had a 25 minute homeroom.

Mr. Cruson was also concerned about the five minutes. There was no easy solution. If this time is cut now he hoped it would be restored next year.

Dr. Rodrigue wants immediate fixes and then look at what we will have to do in the fall. Most of the information they get will be from the transportation company.

Mrs. Leidlein asked if All-Star came up with any proposals.

Dr. Rodrigue said they were part of the task force.

Mrs. Harriman-Stites thought it would good for them to give us a solution as they are not bringing enough to the table.

Mrs. Ku said everyone looks at this from their own lens and a different point of view.

Dr. Rodrigue said their immediate fix is option three which dismisses Reed five minutes early. We would like to make that change right away. The two late Reed buses will go directly to Reed. We still have to decide what we want to do next fall.

Mr. Clure said he would not vote to take five minutes away from Reed. All-Star said a lot of high school buses arrive at 7:40. He doesn't understand why they can't get to Reed on time.

Mrs. Leidlein asked about perimeter buses.

Dr. Rodrigue said if we take away the shuttle and raise the times some thought a perimeter bus would be used for those living farthest out from Reed.

Mrs. Leidlein asked if times would need to be changed.

Dr. Rodrigue said that whatever we do next year the times will be equitable.

Mr. Cruson asked if it would involve rerouting.

Dr. Rodrigue indicated that it could.

Mr. Vouros felt if the temporary solution is for five minutes we have to try it. Then we would deal with transportation for next fall. People he speaks to feel this is working.

Mr. Clure said this didn't come out of the task force.

Dr. Rodrigue said Proposals I and II were part of one of the options. The tweaking was what we could do now which came out of the group. The loudest screams are that the elementary students are waiting a long time in the afternoon. There is wait time if all schools let out the same time. Three options were presented but we can't get there in December.

Mrs. Ku said the system has always had inequities regarding school times and transportation runs. There's no perfect solution.

Mrs. Harriman-Stites said we voted to implement this change for September and everyone thought it was enough time. We have a duty to fix the problem we created. We need to make a change for the school year. We have some good ideas and should tell transportation to make it work. Too many things are still bad and we need to dig deep for a solution for the year.

#### Item 5 – New Business (continued)

Action Regarding Superintendent Search Group:

MOTION: Mrs. Ku moved that the Board of Education approve CABE for the superintendent search. Mr. Vouros seconded. Motion passes unanimously.

Review of Transportation Routing:

Mr. Bienkowski had a discussion with the school transportation consulting firms of Transportation Advisory Service and School Bus Consultants/Transpar. The details of both proposals should be looked at to get an understanding of what is involved. The cost for Transpar is \$12,000. The Transportation Advisory Services cost is \$8,000 plus expenses for approximately \$10,000. Both are qualified companies but are located a distance away. It would take Transportation Advisory Service 90 days to begin the project. Transpar is approximately the same time and is being used by the Greenwich schools now.

Mrs. Leidlein said we used TAS in the past and asked why so much time was needed to get institutional information which they should have and why the cost would be similar since they have that information.

Mr. Bienkowski said they do know a lot about the details of the town which is reflected in the price. The information we gave them was not what they need for the routes. We have to state what the goals are. These groups know what needs to be taken into consideration. Mrs. Harriman-Stites asked if All-Star would be able to give them our bus information. Mr. Bienkowski said that was in their contract.

Mr. Clure asked if either company worked for a town that used All-Star. Mr. Bienkowski said TAS has but Transpar has not. Mr. Clure asked the outcome of their work. Mr. Bienkowski said their solution may be multi-faceted such as changing start times or needing additional buses. Dr. Erardi told All-Star this was to be a no cost solution.

Mrs. Leidlein said that in their last report they stated that bell time changes should be considered prior to a study of the routing happening. She wondered if their recommendation would be any different.

Mr. Alexander referred to the option of removing five minutes from the Reed day and whether the Board wanted to take action. However, Dr. Rodrigue could implement the change recommended.

Mr. Vouros wanted to reduce the Reed day by five minutes and was not averse to hiring a consultant. Mrs. Harriman-Stites was not in favor of the five minute reduction. Mrs. Leidlein would prefer to keep things as they are and look at a long-term solution after the consultant does the study. Mrs. Harriman-Stites was in favor of that.

Mr. Clure was not in favor of cutting the five minutes. With an outside consultant he would be in more favor of using Transpar coming in with fresh eyes. This should be done sooner than later. Mrs. Leidlein was in favor of the five minutes but if the consultant says this is way to go than she would not wait until fall for a change. Mr. Vouros agreed.

Mr. Alexander asked the Board if they wanted to hire an agency to look at routing now or wait for a more detailed suggestion of what we want. The five minutes is up to the superintendent.

MOTION: Mr. Vouros moved to hire Transpar to look at transportation routing. Mr. Clure seconded.

Mrs. Leidlein was not in favor until we look over the proposals.

Mr. Cruson, Mrs. Harriman-Stites and Mrs. Ku agreed.

Mrs. Ku said the original plan was to have the task for continue to look at options.

Dr. Rodrigue didn't see the point if we are hiring a consultant and we need to wait for that report.

Mr. Alexander also agreed.

Mr. Vouros withdrew his motion.

First Read of Policies:

Mrs. Ku spoke about the policies for first read. Policy P3230.1 addresses recommended funding eligibility and sound fiscal management. Policy P3281.2 has to do with online funding

campaigns. Policy 4111/4211 is recruitment, fair practice and hiring. Policy 4112.52 is security checks and fingerprinting of new hires.

Item 7 – Public Participation

Deborra Zukowski, 4 Cornfield Ridge Road, addressed the task force report and spoke about the possibility of moving buses over from the private schools. She also mentioned looking at shorter routes.

Dan Delia, Brookwood Drive, asked if the bus contract states that they are required to drop students off at a certain time and if they have to be at a Board meeting if they are on the agenda. If it isn't there, it should be. Regarding the consultant, the Board should not show them the options but tell them what they want and let them figure it out.

Lucia Kortze, 7 Rooster Ridge and Katie Burke, 48 Taunton Hill Road  
Mrs. Burke clarified option 1 with a three-tier system. Tier one is St. Rose and the high school, tier two is the middle school and Reed at 8:30, and tier three would be the elementary schools at 9:05. There would be 42 buses with 7 for St. Rose. The high school needs 31 buses for 1,246 students. The 4 buses left could start tier 2 for the longer routes. The 7 St. Rose buses could head out for tier 2 and the rest could go to the closer tier 2 routes. Tier 2 buses drop off at Reed and the middle school and then to elementary routes.

Mrs. Kortze said that nothing in our group was viable. All-Star said they needed an entire year. Routes can be tweaked. If we told the bus company what we wanted this could be a January 2 change.

MOTION: Mr. Clure moved to adjourn. Mr. Cruson seconded. Motion passes unanimously.

Item 8 – Adjournment

The meeting adjourned at 11:14 p.m.

Respectfully submitted:

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Debbie Leidlein  
Secretary

**NEWTOWN BOARD OF EDUCATION  
MONTHLY FINANCIAL REPORT  
SEPTEMBER 30, 2017**

**SUMMARY**

This third report of the 2017-18 school year continues to provide year to date actual expenditures and encumbrances while still being limited in the area of anticipated obligations. Account-by-account analysis will begin now that classes have resumed and all staff is encumbered.

During the month of September, the Board of Education spent approximately \$7.1M; \$5.2M on salaries (certified staff coming on line with September having three pay periods), and \$1.9M on all other objects, including tuition and transportation. Several transfers are recommended to bring salary accounts into alignment based on actuals for the current year. The main object accounts with the exception of Other Purchased Services (tuition) are in a positive position for this quarter.

The current review to date, has identified several areas of concern with a lack of definitive offsets at this time. Variations in expenses are typically expected throughout the year, but pressures are exceeding what would be normal for this time of year.

The two required teachers for Sandy Hook School (K and Gr 3), and the Head O'Meadow teacher for Grade 2, along with .10 for PE were covered by the elimination of the Nurtury position, a Social Worker and the Academic Research Center (ARC) program covered by the NOVO Foundation grant with the balance from staff turnover. All other regular certified salaries with all changes and recommended transfers is at a break even, covering the budgeted certified salary adjustment line of negative \$106,724 for turnover.

With 23 new special education students moving into the district over the summer, their associated expenses are hitting the books very early this school year. We have had a need to add two Paras at Sandy Hook School, three Paras at Reed, and two Paras at the Middle School while two Paras were reduced at HOM. The total expected excess related to these Paras will be approximately \$80,000. Added to this is the reality that there are 36 students outplaced with 14 mediated settlements for a total of 50 tuition students. (Five new mediations since July 1). The best estimate at this time including excess cost is that this account will exceed budget by approximately \$322,000. (This assumes that the proposed new Special Education Grant that was to bring the district \$1,031,481 materializes. This appears unlikely and it will be incumbent for the Board of Education to ask that this amount of money be restored to the budget, as was the agreement when the Legislative Council reduced this amount from the Boards budget. This however should wait until the State budget is settled).

Complementing the increased tuitions is the need for more transportation which has been facilitated by the addition of another special education van, approximate cost \$38,000.

Further new needs occurred at the High School for Para assistance under 504 accommodation, approximately \$15,000, and a Para in the TAP program approximately \$5,000.

Athletic insurance came in \$5,000 higher while property and liability exceeds expectations by \$5,782.

Propane fuel for the buses may exceed estimates by approximately \$30,000 due to the failure of the federal government to extend the energy tax credit for the use of alternative fuels.



There have also been rising prices for electricity, which will undoubtedly be another concern when our current contract expires in early December.

Summing these items puts us in the area of a \$500,000 shortfall for which an immediate 25% hold back has been put in place for all cost centers on certain budget items in order to provide adequate funding for these and any continued increases in needs. (This situation is similar to what had occurred during the 2015-16 fiscal year). We will also look at some unallocated funds under IDEA and Medicaid to see if some staff can be covered, approximately \$120,000. This in addition to the issues with the State budget will make this school year an extremely difficult one.

The district will also need a transfer from the Town for the assumption of the School Security Officers program within the Board of Education budget. This is estimated to be in the neighborhood of \$320,000.

On the revenue side we are showing receipts for local tuition and some miscellaneous fees.

The budget will be closely monitored with any important issues identified as soon as we become aware of them.

Ron Bienkowski  
Director of Business  
October 12, 2017

## TERMS AND DEFINITIONS

The Newtown Board of Education's Monthly Financial Report provides summary financial information in the following areas:

- Object Code – a service or commodity obtained as the result of a specific expenditure defined by eight categories: Salaries, Employee Benefits, Professional Services, Purchased Property Services, Other Purchased Services, Supplies, Property, and Miscellaneous.
- Expense Category – further defines the type of expense by Object Code
- Expended 2016-17 – unaudited expenditures from the prior fiscal year (for comparison purposes)
- Approved Budget – indicates a town approved financial plan used by the school district to achieve its goals and objectives.
- YTD Transfers – identified specific cross object codes requiring adjustments to provide adequate funding for the fiscal period. This includes all transfers made to date. (None at this time)
- Current Transfers – identifies the recommended cross object codes for current month action. (None proposed at this time)
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) to the identified object codes.
- Year-To-Date Expended – indicates the actual amount of cumulative expenditures processed by the school district through the month-end date indicated on the monthly budget summary report.
- Encumbered – indicates approved financial obligations of the school district as a result of employee salary contracts, purchasing agreements, purchase orders, or other identified obligations not processed for payment by the date indicated on the monthly budget summary report.
- Balance – calculates object code account balances subtracting expenditures and encumbrances from the current budget amount indicating accounts with unobligated balances or shortages.
- Anticipated Obligation - is a column which provides a method to forecast expense category fund balances that have not been approved via an encumbrance, but are anticipated to be expended or remain with an account balance to maintain the overall budget funding level. Receivable revenue (i.e., grants) are included in this column which has the effect of netting the expected expenditure.
- Projected Balance - calculates the object code balances subtracting the Anticipated Obligations. These balances will move up and down as information is known and or decisions are anticipated or made about current and projected needs of the district.

The monthly budget summary report also provides financial information on the State of Connecticut grant reimbursement programs (Excess Cost and Agency Placement Grants and Magnet Grant Transportation). These reimbursement grants/programs are used to supplement local school district budget programs as follows:

Excess Cost Grant – (Current Formula) this State of Connecticut reimbursement grant is used to support local school districts for education costs of identified special education students whose annual education costs exceed local prior year per pupil expenditure by 4 ½. Students placed by the Department of Child and Family Services (DCF) are reimbursed after the school district has met the prior year's per pupil expenditure. School districts report these costs annually in December and March of each fiscal year. State of Connecticut grant calculations are determined by reimbursing eligible costs (60%-100%) based on the SDE grant allocation and all other town submittals.

Magnet Transportation Grant – provides reimbursement of \$1,300 for local students attending approved Magnet school programs. The budgeted grant is \$62,400 for this year.

The last portion of the monthly budget summary reports school generated revenue that are anticipated revenue to the Town of Newtown. Fees and charges include:

- Local Tuition – amounts the board receives from non-residents who pay tuition to attend Newtown schools. Primarily from staff members.
- High school fees for three identified programs 1) high school sports participation fees, 2) parking permit fees and 3) child development fees.
- The final revenue is miscellaneous fees, which constitute refunds, rebates, prior year claims, etc.

## NEWTOWN BOARD OF EDUCATION

## 2017-18 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - SEPTEMBER 30, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD				YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS	CURRENT BUDGET					
<b><u>GENERAL FUND BUDGET</u></b>											
100	SALARIES	\$ 45,552,910	\$ 46,819,455	\$ -	\$ (10,000)	\$ 46,809,455	\$ 6,558,650	\$ 38,741,955	\$ 1,508,850	\$ (29,301)	\$ 1,538,151
200	EMPLOYEE BENEFITS	\$ 11,471,657	\$ 11,630,322	\$ -	\$ -	\$ 11,630,322	\$ 3,409,133	\$ 6,759,918	\$ 1,461,270	\$ -	\$ 1,461,270
300	PROFESSIONAL SERVICES	\$ 768,820	\$ 863,121	\$ -	\$ -	\$ 863,121	\$ 122,283	\$ 154,615	\$ 586,224	\$ (10,490)	\$ 596,714
400	PURCHASED PROPERTY SERV.	\$ 2,349,864	\$ 1,877,822	\$ -	\$ -	\$ 1,877,822	\$ 514,541	\$ 645,448	\$ 717,833	\$ -	\$ 717,833
500	OTHER PURCHASED SERVICES	\$ 8,656,242	\$ 7,606,000	\$ -	\$ 10,000	\$ 7,616,000	\$ 2,449,569	\$ 6,375,310	\$ (1,208,878)	\$ (2,365,717)	\$ 1,156,839
600	SUPPLIES	\$ 3,832,662	\$ 3,573,732	\$ -	\$ -	\$ 3,573,732	\$ 615,466	\$ 235,959	\$ 2,722,308	\$ -	\$ 2,722,308
700	PROPERTY	\$ 874,846	\$ 556,850	\$ -	\$ -	\$ 556,850	\$ 275,584	\$ 10,592	\$ 270,674	\$ -	\$ 270,674
800	MISCELLANEOUS	\$ 60,122	\$ 68,655	\$ -	\$ -	\$ 68,655	\$ 46,238	\$ 2,149	\$ 20,269	\$ -	\$ 20,269
<b>TOTAL GENERAL FUND BUDGET</b>		\$ 73,567,123	\$ 72,995,957	\$ -	\$ -	\$ 72,995,957	\$ 13,991,464	\$ 52,925,944	\$ 6,078,549	\$ (2,405,508)	\$ 8,484,057
TRANSFER NON-LAPSING		\$ 97,942									
<b>GRAND TOTAL</b>		\$ 73,665,065	\$ 72,995,957	\$ -	\$ -	\$ 72,995,957	\$ 13,991,464	\$ 52,925,944	\$ 6,078,549	\$ (2,405,508)	\$ 8,484,057

(Unaudited)

## NEWTOWN BOARD OF EDUCATION

## 2017-18 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - SEPTEMBER 30, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD				YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS	CURRENT BUDGET					
<b>100</b>	<b>SALARIES</b>										
	Administrative Salaries	\$ 3,433,535	\$ 3,506,802	\$ (1,039)	\$ (36,201)	\$ 3,469,562	\$ 846,679	\$ 2,619,312	\$ 3,572	\$ -	\$ 3,572
	Teachers & Specialists Salaries	\$ 29,759,570	\$ 30,400,715	\$ -	\$ 18,537	\$ 30,419,252	\$ 3,575,824	\$ 26,723,147	\$ 120,281	\$ -	\$ 120,281
	Early Retirement	\$ 84,500	\$ 32,000	\$ -	\$ 32,000	\$ 32,000	\$ 32,000	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ 81,761	\$ 94,578	\$ 1,039	\$ (5,785)	\$ 89,832	\$ 51,832	\$ 34,500	\$ 3,501	\$ -	\$ 3,501
	Homebound & Tutors Salaries	\$ 192,562	\$ 256,604	\$ -	\$ 256,604	\$ 256,604	\$ 9,690	\$ 77,374	\$ 169,539	\$ -	\$ 169,539
	Certified Substitutes	\$ 625,894	\$ 669,520	\$ -	\$ (20,000)	\$ 649,520	\$ 36,433	\$ 248,800	\$ 364,288	\$ -	\$ 364,288
	Coaching/Activities	\$ 552,865	\$ 579,338	\$ -	\$ 579,338	\$ 579,338	\$ -	\$ -	\$ 579,338	\$ -	\$ 579,338
	Staff & Program Development	\$ 125,840	\$ 178,469	\$ -	\$ 178,469	\$ 178,469	\$ 82,770	\$ 35,844	\$ 59,855	\$ -	\$ 59,855
	<b>CERTIFIED SALARIES</b>	<b>\$ 34,856,526</b>	<b>\$ 35,718,026</b>	<b>\$ -</b>	<b>\$ (43,449)</b>	<b>\$ 35,674,577</b>	<b>\$ 4,635,228</b>	<b>\$ 29,738,976</b>	<b>\$ 1,300,373</b>	<b>\$ -</b>	<b>\$ 1,300,373</b>
	Supervisors/Technology Salaries	\$ 777,355	\$ 791,595	\$ 6,671	\$ 798,266	\$ 798,266	\$ 182,281	\$ 527,406	\$ 88,579	\$ -	\$ 88,579
	Clerical & Secretarial salaries	\$ 2,127,342	\$ 2,193,704	\$ -	\$ (2,618)	\$ 2,191,086	\$ 425,610	\$ 1,751,687	\$ 13,789	\$ -	\$ 13,789
	Educational Assistants	\$ 2,223,841	\$ 2,327,687	\$ -	\$ 68,990	\$ 2,396,677	\$ 275,055	\$ 2,109,175	\$ 12,447	\$ (12,715)	\$ 25,162
	Nurses & Medical advisors	\$ 725,625	\$ 737,830	\$ 2,516	\$ 251	\$ 740,597	\$ 89,211	\$ 624,349	\$ 27,037	\$ -	\$ 27,037
	Custodial & Maint Salaries	\$ 2,914,019	\$ 3,029,989	\$ 1,133	\$ (169)	\$ 3,030,953	\$ 713,283	\$ 2,271,417	\$ 46,253	\$ -	\$ 46,253
	Non Certified Adj & Bus Drivers salaries	\$ -	\$ 71,792	\$ (60,092)	\$ 11,700	\$ 11,700	\$ 2,843	\$ -	\$ 8,857	\$ -	\$ 8,857
	Career/Job salaries	\$ 159,845	\$ 204,168	\$ 2,537	\$ (30,616)	\$ 176,089	\$ (85,322)	\$ 213,764	\$ 47,647	\$ -	\$ 47,647
	Special Education Svcs Salaries	\$ 1,073,371	\$ 1,119,853	\$ 46,970	\$ (2,389)	\$ 1,164,434	\$ 158,095	\$ 1,017,452	\$ (11,112)	\$ (16,586)	\$ 5,474
	Attendance & Security Salaries	\$ 320,558	\$ 317,169	\$ 265	\$ (14,937)	\$ 302,497	\$ 78,159	\$ 484,443	\$ (260,105)	\$ -	\$ (260,105)
	Extra Work - Non-Cert	\$ 122,759	\$ 80,352	\$ -	\$ 14,937	\$ 95,289	\$ 39,721	\$ 3,286	\$ 52,282	\$ -	\$ 52,282
	Custodial & Maint. Overtime	\$ 225,822	\$ 191,290	\$ -	\$ 191,290	\$ 191,290	\$ 42,175	\$ -	\$ 149,115	\$ -	\$ 149,115
	Civic activities/Park & Rec	\$ 25,847	\$ 36,000	\$ -	\$ 36,000	\$ 36,000	\$ 2,313	\$ -	\$ 33,687	\$ -	\$ 33,687
	<b>NON-CERTIFIED SALARIES</b>	<b>\$ 10,696,384</b>	<b>\$ 11,101,429</b>	<b>\$ -</b>	<b>\$ 33,449</b>	<b>\$ 11,134,878</b>	<b>\$ 1,923,423</b>	<b>\$ 9,002,978</b>	<b>\$ 208,477</b>	<b>\$ (29,301)</b>	<b>\$ 237,778</b>
	<b>SUBTOTAL SALARIES</b>	<b>\$ 45,552,910</b>	<b>\$ 46,819,455</b>	<b>\$ -</b>	<b>\$ (10,000)</b>	<b>\$ 46,809,455</b>	<b>\$ 6,558,650</b>	<b>\$ 38,741,955</b>	<b>\$ 1,508,850</b>	<b>\$ (29,301)</b>	<b>\$ 1,538,151</b>

## NEWTOWN BOARD OF EDUCATION

## 2017-18 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - SEPTEMBER 30, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD				YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS	CURRENT BUDGET					
<b>200</b>	<b>EMPLOYEE BENEFITS</b>										
	Medical & Dental Expenses	\$ 8,829,669	\$ 8,835,482	\$ -	\$ -	\$ 8,835,482	\$ 2,284,223	\$ 6,514,806	\$ 36,453	\$ -	\$ 36,453
	Life Insurance	\$ 83,841	\$ 86,329	\$ -	\$ -	\$ 86,329	\$ 20,666	\$ -	\$ 65,663	\$ -	\$ 65,663
	FICA & Medicare	\$ 1,391,811	\$ 1,441,193	\$ -	\$ -	\$ 1,441,193	\$ 234,960	\$ -	\$ 1,206,233	\$ -	\$ 1,206,233
	Pensions	\$ 611,619	\$ 662,888	\$ -	\$ -	\$ 662,888	\$ 604,662	\$ 4,711	\$ 53,515	\$ -	\$ 53,515
	Unemployment & Employee Assist.	\$ 51,832	\$ 87,000	\$ -	\$ -	\$ 87,000	\$ 2,023	\$ -	\$ 84,977	\$ -	\$ 84,977
	Workers Compensation	\$ 502,885	\$ 517,430	\$ -	\$ -	\$ 517,430	\$ 262,600	\$ 240,401	\$ 14,428	\$ -	\$ 14,428
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	<b>\$ 11,471,657</b>	<b>\$ 11,630,322</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,630,322</b>	<b>\$ 3,409,133</b>	<b>\$ 6,759,918</b>	<b>\$ 1,461,270</b>	<b>\$ -</b>	<b>\$ 1,461,270</b>
<b>300</b>	<b>PROFESSIONAL SERVICES</b>										
	Professional Services	\$ 575,862	\$ 614,472	\$ -	\$ -	\$ 614,472	\$ 48,422	\$ 138,416	\$ 427,634	\$ (10,490)	\$ 438,124
	Professional Educational Ser.	\$ 192,957	\$ 248,649	\$ -	\$ -	\$ 248,649	\$ 73,861	\$ 16,198	\$ 158,590	\$ -	\$ 158,590
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	<b>\$ 768,820</b>	<b>\$ 863,121</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 863,121</b>	<b>\$ 122,283</b>	<b>\$ 154,615</b>	<b>\$ 586,224</b>	<b>\$ (10,490)</b>	<b>\$ 596,714</b>
<b>400</b>	<b>PURCHASED PROPERTY SVCS</b>										
	Buildings & Grounds Services	\$ 706,299	\$ 713,100	\$ -	\$ -	\$ 713,100	\$ 265,947	\$ 342,334	\$ 104,818	\$ -	\$ 104,818
	Utility Services - Water & Sewer	\$ 124,917	\$ 127,464	\$ -	\$ -	\$ 127,464	\$ 16,703	\$ -	\$ 110,761	\$ -	\$ 110,761
	Building, Site & Emergency Repairs	\$ 517,986	\$ 460,850	\$ -	\$ -	\$ 460,850	\$ 99,412	\$ 128,210	\$ 233,228	\$ -	\$ 233,228
	Equipment Repairs	\$ 297,102	\$ 279,712	\$ -	\$ -	\$ 279,712	\$ 52,297	\$ 21,672	\$ 205,743	\$ -	\$ 205,743
	Rentals - Building & Equipment	\$ 263,619	\$ 272,923	\$ -	\$ -	\$ 272,923	\$ 56,409	\$ 153,232	\$ 63,282	\$ -	\$ 63,282
	Building & Site Improvements	\$ 439,942	\$ 23,773	\$ -	\$ -	\$ 23,773	\$ 23,773	\$ -	\$ -	\$ -	\$ -
	<b>SUBTOTAL PUR. PROPERTY SER.</b>	<b>\$ 2,349,864</b>	<b>\$ 1,877,822</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,877,822</b>	<b>\$ 514,541</b>	<b>\$ 645,448</b>	<b>\$ 717,833</b>	<b>\$ -</b>	<b>\$ 717,833</b>

## NEWTOWN BOARD OF EDUCATION

## 2017-18 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - SEPTEMBER 30, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD				YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS	CURRENT BUDGET					
<b>500</b>	<b>OTHER PURCHASED SERVICES</b>										
	Contracted Services	\$ 468,842	\$ 575,152	\$ -	\$ 10,000	\$ 585,152	\$ 287,380	\$ 39,505	\$ 258,266	\$ -	\$ 258,266
	Transportation Services	\$ 4,196,264	\$ 4,212,681	\$ -		\$ 4,212,681	\$ 469,277	\$ 2,890,073	\$ 853,331	\$ (311,657)	\$ 1,164,988
	Insurance - Property & Liability	\$ 381,160	\$ 399,012	\$ -		\$ 399,012	\$ 232,955	\$ 175,156	\$ (9,100)	\$ -	\$ (9,100)
	Communications	\$ 143,318	\$ 155,694	\$ -		\$ 155,694	\$ 35,592	\$ 90,089	\$ 30,013	\$ -	\$ 30,013
	Printing Services	\$ 32,951	\$ 35,293	\$ -		\$ 35,293	\$ 4,197	\$ -	\$ 31,096	\$ -	\$ 31,096
	Tuition - Out of District	\$ 3,202,382	\$ 2,014,771	\$ -		\$ 2,014,771	\$ 1,401,768	\$ 3,052,279	\$ (2,439,276)	\$ (2,054,060)	\$ (385,216)
	Student Travel & Staff Mileage	\$ 231,325	\$ 213,397	\$ -		\$ 213,397	\$ 18,399	\$ 128,207	\$ 66,791	\$ -	\$ 66,791
	<b>SUBTOTAL OTHER PURCHASED S</b>	<b>\$ 8,656,242</b>	<b>\$ 7,606,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 7,616,000</b>	<b>\$ 2,449,569</b>	<b>\$ 6,375,310</b>	<b>\$ (1,208,878)</b>	<b>\$ (2,365,717)</b>	<b>\$ 1,156,839</b>
<b>600</b>	<b>SUPPLIES</b>										
	Instructional & Library Supplies	\$ 834,174	\$ 777,524	\$ -		\$ 777,524	\$ 258,113	\$ 129,900	\$ 389,511	\$ -	\$ 389,511
	Software, Medical & Office Sup.	\$ 222,049	\$ 156,753	\$ -		\$ 156,753	\$ 25,879	\$ 29,095	\$ 101,779	\$ -	\$ 101,779
	Plant Supplies	\$ 393,852	\$ 411,000	\$ -		\$ 411,000	\$ 72,207	\$ 72,096	\$ 266,697	\$ -	\$ 266,697
	Electric	\$ 1,282,498	\$ 1,318,911	\$ -		\$ 1,318,911	\$ 221,115	\$ -	\$ 1,097,796	\$ -	\$ 1,097,796
	Propane & Natural Gas	\$ 357,111	\$ 390,800	\$ -		\$ 390,800	\$ 29,762	\$ -	\$ 361,038	\$ -	\$ 361,038
	Fuel Oil	\$ 202,843	\$ 278,980	\$ -		\$ 278,980	\$ -	\$ -	\$ 278,980	\$ -	\$ 278,980
	Fuel For Vehicles & Equip.	\$ 198,134	\$ 213,742	\$ -		\$ 213,742	\$ 4,866	\$ -	\$ 208,876	\$ -	\$ 208,876
	Textbooks	\$ 342,002	\$ 26,022	\$ -		\$ 26,022	\$ 3,524	\$ 4,868	\$ 17,630	\$ -	\$ 17,630
	<b>SUBTOTAL SUPPLIES</b>	<b>\$ 3,832,662</b>	<b>\$ 3,573,732</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,573,732</b>	<b>\$ 615,466</b>	<b>\$ 235,959</b>	<b>\$ 2,722,308</b>	<b>\$ -</b>	<b>\$ 2,722,308</b>

NEWTOWN BOARD OF EDUCATION

2017-18 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - SEPTEMBER 30, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD				YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS	CURRENT BUDGET					
<b>700</b>	<b>PROPERTY</b>										
	Capital Improvements (Sewers)	\$ 218,541	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Technology Equipment	\$ 528,360	\$ 547,650	\$ -	\$ 547,650	\$ 274,695	\$ 9,267	\$ 263,688	\$ -	\$ 263,688	
	Other Equipment	\$ 127,945	\$ 9,200	\$ -	\$ 9,200	\$ 889	\$ 1,325	\$ 6,986	\$ -	\$ 6,986	
	<b>SUBTOTAL PROPERTY</b>	<b>\$ 874,846</b>	<b>\$ 556,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 556,850</b>	<b>\$ 275,584</b>	<b>\$ 10,592</b>	<b>\$ 270,674</b>	<b>\$ -</b>	<b>\$ 270,674</b>
<b>800</b>	<b>MISCELLANEOUS</b>										
	Memberships	\$ 60,122	\$ 68,655	\$ -	\$ 68,655	\$ 46,238	\$ 2,149	\$ 20,269	\$ -	\$ 20,269	
	<b>SUBTOTAL MISCELLANEOUS</b>	<b>\$ 60,122</b>	<b>\$ 68,655</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 68,655</b>	<b>\$ 46,238</b>	<b>\$ 2,149</b>	<b>\$ 20,269</b>	<b>\$ -</b>	<b>\$ 20,269</b>
	<b>TOTAL LOCAL BUDGET</b>	<b>\$ 73,567,123</b>	<b>\$ 72,995,957</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 72,995,957</b>	<b>\$ 13,991,464</b>	<b>\$ 52,925,944</b>	<b>\$ 6,078,549</b>	<b>\$ (2,405,508)</b>	<b>\$ 8,484,057</b>

(Unaudited)



NEWTOWN BOARD OF EDUCATION

2017-18 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - SEPTEMBER 30, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD			YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS					
<b><u>BOARD OF EDUCATION FEES &amp; CHARGES - SERVICES</u></b>						<b><u>2017-18 APPROVED BUDGET</u></b>	<b><u>RECEIVED</u></b>	<b><u>BALANCE</u></b>	<b><u>% RECEIVED</u></b>	
	LOCAL TUITION					\$30,800	\$4,978	\$25,823	16.16%	
	<u>HIGH SCHOOL FEES</u>									
	PAY FOR PARTICIPATION IN SPORTS					\$7,370		\$7,370	0.00%	
	PARKING PERMITS					\$20,000		\$20,000	0.00%	
	CHILD DEVELOPMENT					\$8,000	\$8,000	\$0	100.00%	
						\$35,370	\$8,000	\$27,370	22.62%	
	MISCELLANEOUS FEES					\$4,000	\$656	\$3,344	16.41%	
	<b>TOTAL SCHOOL GENERATED FEES</b>					\$70,170	\$13,634	\$56,536	19.43%	

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - SEPTEMBER 30, 2017

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED		ANTICIPATED	FINAL	FEB RECEIVED	MAY RECEIVED
100	<b>SALARIES</b>	\$ (29,301)	\$	- \$ (29,301)	\$	- \$	- \$
200	<b>EMPLOYEE BENEFITS</b>	\$ -	\$	- \$	\$	- \$	- \$
300	<b>PROFESSIONAL SERVICES</b>	\$ (10,490)	\$	- \$ (10,490)	\$	- \$	- \$
400	<b>PURCHASED PROPERTY SERV.</b>	\$ -	\$	- \$	\$	- \$	- \$
500	<b>OTHER PURCHASED SERVICES</b>	\$ (2,365,717)	\$	- \$ (2,365,717)	\$	- \$	- \$
600	<b>SUPPLIES</b>	\$ -	\$	- \$	\$	- \$	- \$
700	<b>PROPERTY</b>	\$ -	\$	- \$	\$	- \$	- \$
800	<b>MISCELLANEOUS</b>	\$ -	\$	- \$	\$	- \$	- \$
<b>TOTAL GENERAL FUND BUDGET</b>		\$ (2,405,508)	\$ -	\$ (2,405,508)	\$ -	\$ -	\$ -
<b>100</b>	<b>SALARIES</b>						
	Administrative Salaries	\$ -	\$	-	\$	-	-
	Teachers & Specialists Salaries	\$ -	\$	- \$	\$	- \$	- \$
	Early Retirement	\$ -	\$	-	\$	-	-
	Continuing Ed./Summer School	\$ -	\$	-	\$	-	-
	Homebound & Tutors Salaries	\$ -	\$	-	\$	-	-
	Certified Substitutes	\$ -	\$	-	\$	-	-
	Coaching/Activities	\$ -	\$	-	\$	-	-
	Staff & Program Development	\$ -	\$	-	\$	-	-
	<b>CERTIFIED SALARIES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Supervisors/Technology Salaries	\$ -	\$	-	\$	-	-
	Clerical & Secretarial salaries	\$ -	\$	-	\$	-	-
	Educational Assistants	\$ (12,715)	\$	- \$ (12,715)	\$	- \$	- \$
	Nurses & Medical advisors	\$ -	\$	- \$	\$	- \$	- \$
	Custodial & Maint Salaries	\$ -	\$	-	\$	-	-
	Non Certified Salary Adjustment	\$ -	\$	-	\$	-	-
	Career/Job salaries	\$ -	\$	-	\$	-	-
	Special Education Svcs Salaries	\$ (16,586)	\$	- \$ (16,586)	\$	- \$	- \$
	Attendance & Security Salaries	\$ -	\$	-	\$	-	\$
	Extra Work - Non-Cert	\$ -	\$	-	\$	-	-
	Custodial & Maint. Overtime	\$ -	\$	-	\$	-	-
	Civic activities/Park & Rec	\$ -	\$	-	\$	-	-
	<b>NON-CERTIFIED SALARIES</b>	\$ (29,301)	\$ -	\$ (29,301)	\$ -	\$ -	\$ -
	<b>SUBTOTAL SALARIES</b>	\$ (29,301)	\$ -	\$ (29,301)	\$ -	\$ -	\$ -
<b>200</b>	<b>EMPLOYEE BENEFITS</b>						
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FOR THE MONTH ENDING - SEPTEMBER 30, 2017

## OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	0	ANTICIPATED	FINAL	FEB RECEIVED	MAY RECEIVED
300	<b>PROFESSIONAL SERVICES</b>						
	Professional Services	\$ (10,490)	\$ -	\$ (10,490)	\$ -	\$ -	\$ -
	Professional Educational Ser.	\$ -	\$ -		\$ -	\$ -	\$ -
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	<b>\$ (10,490)</b>	<b>\$ -</b>	<b>\$ (10,490)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
400	<b>PURCHASED PROPERTY SVCS</b>						
	<b>SUBTOTAL PUR. PROPERTY SER.</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
500	<b>OTHER PURCHASED SERVICES</b>						
	Contracted Services	\$ -	\$ -		\$ -	\$ -	\$ -
	Transportation Services	\$ (311,657)	\$ -	\$ (311,657)	\$ -	\$ -	\$ -
	Insurance - Property & Liability	\$ -	\$ -		\$ -	\$ -	\$ -
	Communications	\$ -	\$ -		\$ -	\$ -	\$ -
	Printing Services	\$ -	\$ -		\$ -	\$ -	\$ -
	Tuition - Out of District	\$ (2,054,060)	\$ -	\$ (2,054,060)	\$ -	\$ -	\$ -
	Student Travel & Staff Mileage	\$ -	\$ -		\$ -	\$ -	\$ -
	<b>SUBTOTAL OTHER PURCHASED SER.</b>	<b>\$ (2,365,717)</b>	<b>\$ -</b>	<b>\$ (2,365,717)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
600	<b>SUPPLIES</b>						
	<b>SUBTOTAL SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
700	<b>PROPERTY</b>						
	<b>SUBTOTAL PROPERTY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
800	<b>MISCELLANEOUS</b>						
	Memberships				\$ -	\$ -	\$ -
	<b>SUBTOTAL MISCELLANEOUS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL LOCAL BUDGET</b>	<b>\$ (2,405,508)</b>	<b>\$ -</b>	<b>\$ (2,405,508)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Excess Cost and Agency placement Grants are budgeted at 75%.

2017 - 2018

10/12/2017

**NEWTOWN BOARD OF EDUCATION  
TRANSFERS RECOMMENDED  
OCTOBER 17, 2017**

AMOUNT	FROM		TO		REASON
	CODE	DESCRIPTION	CODE	DESCRIPTION	
<b>ADMINISTRATIVE</b>					
\$18,537	100	ADMINISTRATIVE SALARIES	100	TEACHERS & SPECIALISTS SALARIES	TO TRANSFERS ADMINISTRATIVE SAVINGS FROM TURNOVER TO SALARY ADJUSTMENT FOR SAVINGS FROM TURNOVER INCLUDED IN TEACHERS & SPECIALISTS SALARIES
\$395,847	100	TEACHERS & SPECIALISTS SALARIES	100	TEACHERS & SPECIALISTS SALARIES	TRANSFERS BETWEEN TEACHERS & SPECIALISTS SALARIES AND PROVISION FOR CERTIFIED SALARY ADJUSTMENTS TO ADJUST BUDGETS TO CURRENT STAFF SALARIES
\$14,937	100	SECURITY SALARIES	100	EXTRA WORK - NON-CERT.	TO REALLOCATE SECURITY FUNDS FROM SALARIES TO EXTRA WORK FOR SECURITY
\$2,618	100	CLERICAL & SECRETARIAL SALARIES	100	EDUCATIONAL ASSISTANTS	TRANSFER TO COVER ADDITIONAL EDUCATIONAL ASSISTANTS
\$169	100	CUSTODIAL & MAINT. SALARIES			
\$30,616	100	CAREER/JOB SALARIES			
\$2,389	100	SPECIAL EDUCATION SERVICES SALARIES			
\$7,413	100	ADMINISTRATIVE SALARIES			
\$5,785	100	CONTINUING ED./SUMMER SCHOOL			
\$20,000	100	CERTIFIED SUBSTITUTES			
\$251	100	ADMINISTRATIVE SALARIES	100	NURSES SALARIES	TRANSFER TO COVER NURSES SALARIES ADJUSTMENT
\$10,000	100	ADMINISTRATIVE SALARIES	500	CONTRACTED SERVICES	TRANSFER SAVINGS FROM SUPERINTENDENT TURNOVER TO PROVIDE SERVICES FOR SUPERINTENDENT'S SEARCH

# Transportation Task Force

October 2017



# Immediate Remedy/Proposal

## School Year 2017-18

- Offset RIS dismissal time by five minutes to allow for more efficient shuttle to elementary schools; reduces wait and load time. Students will arrive home earlier in the afternoon.
- Utilize 2 additional buses in fleet (e.g., buses presently supporting EdAdvance students, St. Rose) to transport RIS students directly to school. Late buses due to last arrival to HOM.
- Use of the bus in this way mirrors the potential “perimeter bus” in our future proposal (which *could* eliminate the shuttle).
- Work with teachers in finding “duty free” time in schedule rotation to make up for additional contact time with students.
- Continue to monitor system as a whole this year as we work on future proposal for the fall.
- Review potential for outside expert/consultant to support our work with future proposal.

# Process

- ❑ Task Force objective was clear from the start: no change to 7-12
- ❑ Members worked in groups to develop and share potential proposals for a remedy to the current transportation system issue *now and in the future*
- ❑ All groups worked collaboratively on a variety of proposals and the task force discussed the pros and cons of each
- ❑ The Task Force voted on their top three proposals that could be further reviewed by administration and transportation (**handout**)
- ❑ One option we looked at had 3 tiers, and would push elementary dismissal to 4:07 p.m. (option 1)
- ❑ Second option could work and would provide RIS with its own dedicated buses; however, the option would need 17 additional “dedicated” buses to accommodate RIS at \$330 per day x 183 days = \$1, 026, 630 (option 2).
- ❑ After looking at the potential of each proposal – while we pulled in ideas from all, it was determined that only one option was viable, but needed some modifications. This option was similar to original option 5B with no shuttle from original committee work (option 3).
- ❑ This led to Future Proposal I and II (shuttle and no shuttle options)

# Future Proposal - I

Change to current configuration:

**RIS shifts 10 minutes earlier in A.M. & P.M.**

**P.M. Shuttle  
Offset Start/End  
Time**

<u>Location</u>	<u>Tier 1</u>	<u>Units</u>
NHS	8:00 – 2:32	36 shared units
NMS	8:00 – 2:32	NHS & NMS
St. Rose	7:50 – 2:50	7 units
HVWS/FWS	8:15 – 3:00	<u>3 units</u>
		<b>46 units</b>
	<u>Tier 2</u>	
Elementary	9:05 – 3:37	40 shared units
RIS	8:55 – 3:27	Reed & Elementary
Magnet (Dnby)	9:00 – 3:30	<u>1 unit</u>
		<b>41 units</b>

- Reed & Elementary students staggered start/end time
- **Drop at RIS first in the A.M.** P.M. dismissal remains the same
- Offsetting times will create a more efficient dismissal at the elementary locations



# Future Proposal - II

Change to current configuration:

**Elementary shifts 10 minutes earlier A.M. & P.M.**

**NO Shuttle Offset  
Start/End Time**

<u>Location</u>	<u>Tier 1</u>	<u>Units</u>
NHS	8:00 – 2:32	36 shared units
NMS	8:00 – 2:32	NHS & NMS
St. Rose	7:50 – 2:50	7 units
HVWS/FWS	8:15 – 3:00	<u>3 units</u>
		<b>46 units</b>
	<u>Tier 2</u>	
Elementary	8:55 – 3:27	40 shared units
RIS	9:05 – 3:37	Reed & Elementary
Magnet (Dnby)	9:00 – 3:30	<u>1 unit</u>
		<b>41 units</b>

- Reed & Elementary students staggered start/end time
- **Drop at Elementary first in the A.M.**
- **Pick-up elementary first in the P.M. then to RIS**
- Exploring the possibility of “perimeter buses” for P.M. elementary students.

## Task Force Proposal

1

Proposal Summary: Three-tier system with current start/end times

**Does the proposal address the following top concerns?**

*top six concerns from the first task force meeting*

Will the buses be on time? No

Does K-6 have offsetting times? Yes

Has student "down-time" been eliminated or addressed? No (not enough time in between tiers)

Are we utilizing a shuttle system or a hybrid? No

What is the average length of ride? 45+ minutes for RIS, 35+ minutes for elementary & NHS

### Pros:

Cost neutral

Three tier system can work but would need to change the first tier start time

### Cons:

Plan does not allow enough time between tiers

### Observations / Notes:

We have plenty of data from running a three tier system and very familiar with how it works. In order to make this work, start times would need to be changed. If HS started at 8:00, the elementary schools would begin at 9:35 and dismiss at 4:07

**Task Force Proposal**

**Tier 1**

School	Drop Time	Start Time	Proposed # of Units	
St. Rose (56 Students)	7:40 AM	7:50 AM	7	
NHS (1635 Students) 389 Parking Spots 1,246 Students	7:50 AM	8:00AM	31	*40 students per bus *Utilize front and rear of school for drop-off to alleviate RT 34 congestion

**Tier 2**

MS/RIS (713 / 647)	8:20 AM	8:30 AM	27	*50 students per bus to allow for instruments
			*6 units un-used *7 from St. Rose	
			*13 units that can begin routes to far out-lying areas	

**Tier 3**

HAW (203)	9:00 AM	9:05 AM	8	
HOM (271)	9:00 AM	9:05 AM	9	
MGS (363)	9:00 AM	9:05 AM	10	
SHS (382)	9:00 AM	9:05 AM	9	
			<b>36 units</b>	
1,219 students				

\*We are currently using 42 units, this proposal allows for 4 extra units if needed.

\*No additional units needed

\*No Shuttle

\*No Elementary Teachers Babysitting

## **Task Force Proposal**

2

**Received on:** October 11, 2017

**Proposal Summary:** RIS rides on a separate tier

**Does the proposal address the following?**  
*top six concerns from the first task force meeting*

**Will the buses be on time?** Yes

**Does K-6 have offsetting times?** No

**Has student "down-time" been eliminated or addressed?** Yes

**Are we utilizing a shuttle system or a hybrid?** No

**What is the average length of ride?** Hour +

**Pros:**

No shuttle

**Cons:**

Ride times for RIS would greatly increase based on the amount of buses used

**Observations / Notes:**

Additional buses would be necessary to decrease the ride time

Bus Task Force- New configuration

School	Populations	Bus configurations	Cost
Sandy Hook	383	*383/7 = 55 students 383/8 = 47 students	Same 1 additional bus (40)
Head O'Meadow	270	*270/6=45 students 270/7=38 students	Same No real need
Hawley	302	*302/6=50 students 302/7=43 students	Same 1 additional bus (St. Rose?)
Middle Gate	362	*362/7 = 51 students 362/8= 45 students	Same 1 additional bus (St. Rose?)
Reed Intermediate	648	*648/12=54 students 648/13 = 49 students	Same 1 additional bus (39)
<b>Where do we get buses from?</b>			
Reed Intermediate		2 buses dedicated to SH students Bus 39 and 40	1 to Reed 1 to SH
St. Rose	?	7 buses currently Largest bus has 23 students	Could we take 2 buses to combine students

+ 17 buses @ \$330/day  
= \$1,0266.30

## **Task Force Proposal**

3

**Received on:** October 11, 2017

**Proposal Summary:** Two tier system that eliminates the shuttle

### **Does the proposal address the following?**

*top six concerns from the first task force meeting*

**Will the buses be on time?** A.M. yes; P.M. No

**Does K-6 have offsetting times?** Yes

**Has student "down-time" been eliminated or addressed?** Yes

**Are we utilizing a shuttle system or a hybrid?** No

**What is the average length of ride?** 45 minutes +

#### **Pros:**

No shuttle

Minimizes down time at the elementary schools

#### **Cons:**

Eliminating the shuttle would add approximately 20 minutes for RIS to clear in the P.M.

Only 2-3 buses could make the 3:22 dismissal time

Longer ride time for elementary students in the A.M.

Congestion at RIS for A.M. & P.M.

#### **Observations / Notes:**

This plan work best by utilizing the shuttle. Eliminating the shuttle completely would produce congestion at RIS with the last bus clearing at approximately 3:42

**Tweaking & flipping the times in the A.M. and utilizing a "hybrid" (i.e. perimeter bus) in the P.M. could make this system work**

## 2 Tier System - (Option 5A without shuttle and revised staggered times)

<b>Location</b>	<b>Tier 1</b>	<b>Drop-off time</b>	<b>Hours</b>
NHS/NMS	8:00-2:32	7:30-7:55	6.32
	<b>Tier 2</b>		
Reed	8:50-3:22	8:40-8:45	6.32
Elementary	9:05-3:37	8:50-9:00	6.32

*This policy is recommended for funding eligibility and sound fiscal management purposes to set standards for compliance with federal fiscal requirements.*

## **Business/Non-Instructional Operations**

### **Federal Funds**

#### **Federal Grants and Awards Administration (Federal Fiscal Compliance)**

The Board of Education (Board) of the **Newtown** Public Schools intends to administer federal grant awards efficiently and to comply with all requirements imposed by law, the awarding agency, the Connecticut Department of Education, and/or other applicable pass-through entities, and all requirements applicable to the use of federal funds. To the extent that any provision of a Board policy is contrary to a federal law, regulation, term, or condition applicable to a federal award, the applicable federal requirement must be followed.

#### **A. Internal Controls**

The Superintendent or his/her designee shall be responsible to develop, monitor, and enforce effective internal controls over federal awards and grants that provide reasonable assurance that the District is managing the funds in compliance with all requirements for federal grants and awards. Internal controls must meet all requirements of federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Budget and Management, and shall be based on best practices.

The internal controls must provide for the following:

- (1) identification of all federal funds received and expended and their program source;
- (2) accurate, current, and complete disclosure of financial data in accordance with federal requirements;
- (3) records sufficient to track the receipt and use of funds;
- (4) effective control and accountability over assets to assure they are used only for authorized purposes;
- (5) comparison of expenditures against budget; and
- (6) written procedures for cash management and determining the allowability of costs.

At a minimum, the internal controls shall address the following areas.

#### **1. Allowability**

Costs charged by the District to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the Uniform Guidance. Costs will be charged to a federal grant only when the cost is:

- (1) reasonable and necessary for the program;
- (2) in compliance with applicable laws, regulations, and grant or award terms;
- (3) allocable to the grant;



## **Business/Non-Instructional Operations**

### **Federal Funds**

#### **Federal Grants and Awards Administration (Federal Fiscal Compliance)**

##### **A. Internal Controls**

###### **1. Allowability (continued)**

- (4) adequately documented; and
- (5) consistent with Board policies and administrative regulations that apply to both federally-funded and non-federally funded activities.

Prior written approval for certain cost charges must be obtained as required by the awarding agency in order to avoid subsequent disallowances.

###### **2. Cash Management and Fund Control**

Payment methods must be established in writing that minimize the time elapsed between the draw of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments.

###### **3. Procurement**

All purchases for property and services made using federal funds must be conducted in accordance with all applicable federal and state laws and regulations. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, must be excluded from competing for such purchases.

Contracts are to be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed purchase or service. No contract shall be awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

###### **4. Conflict of Interest**

The requirements for conflicts of interest are applicable to all purchases or services.

## **Business/Non-Instructional Operations**

### **Federal Funds**

#### **Federal Grants and Awards Administration (Federal Fiscal Compliance)**

##### **A. Internal Controls**

###### **4. Conflict of Interest (continued)**

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest shall disclose that conflict in writing to the Superintendent. The Superintendent shall disclose in writing any potential conflict of interest to the federal awarding agency.

For purposes of this paragraph, a conflict of interest would arise when the employee, Board member, or agent of the District, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties has a financial interest in or receives a tangible personal benefit from a firm considered for a contract. An individual who is required to disclose a conflict of interest shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

The employee, Board member, or agent with a conflict of interest shall not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award but they may accept a single unsolicited item with a value of \$50 or less or multiple unsolicited items from a single contractor or subcontractor having an aggregate monetary value of \$100 or less in a 12-month period. Violations of this provision are subject to disciplinary action.

###### **5. Mandatory Disclosures**

The Superintendent shall disclose in writing to the federal awarding agency in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The Superintendent shall fully address any such violations promptly and shall notify the Board accordingly. The Board may request the Superintendent to develop a plan of correction for Board approval in appropriate situations as determined by the Board.

###### **6. Equipment and Supplies Purchased with Federal Funds**

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

## **Business/Non-Instructional Operations**

### **Federal Funds**

#### **Federal Grants and Awards Administration (Federal Fiscal Compliance)**

##### **A. Internal Controls (continued)**

###### **7. Accountability and Certifications**

All fiscal transactions must be approved by the Superintendent or designee and by the person managing the federal program who can attest that the expenditure is allowable and approved under the federal program. The Superintendent or designee shall submit all required certifications and is authorized to sign them on behalf of the Board.

###### **8. Monitoring and Reporting Performance**

The Superintendent shall establish sufficient oversight of the operations of federally supported activities to assure compliance with federal requirements and to ensure that program objectives established by the awarding agency are being achieved. Performance reports, including reports of significant developments that arise between scheduled performance reporting dates, must be submitted as required by federal or state authorities.

###### **9. Employees – Time and Effort Reporting**

All District employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.

District employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

The District shall establish and maintain employee policies on hiring, benefits and leave and outside activities, as approved by the Board.

##### **B. Audits and Corrective Action**

1. An annual independent audit will be conducted and the Superintendent or designee will prepare all financial statements, schedules of expenditures, and other documents required for the audit.
2. At the completion of the audit, the Superintendent or designee shall prepare a corrective action plan to address any audit findings. The plan must identify the responsible party and the anticipated completion date for each corrective action to be taken. The Superintendent shall present the plan to the Board for approval.

3. Compliance deficiencies discovered internally through administrative supervision must be addressed promptly with the goal of improving processes to encourage future compliance and reduce audit findings.

**C. Training**

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award.

## **Business/Non-Instructional Operations**

### **Federal Funds**

#### **Federal Grants and Awards Administration (Federal Fiscal Compliance) (continued)**

#### **D. Reporting Mismanagement of Federal Funds**

Any employee who reasonably believes that federal funds have been misused or that the District is otherwise in violation of any requirement applicable to the receipt and use of federal funds should report the matter to the Superintendent or designee.

(cf. 3230 – Federal Funds)

(cf. 3340 – Funding of Special Programs)

(cf. 3434 – Periodic Audits)

(cf. 3542 – Food Service)

(cf. 3542.22 – Food Service Personnel Code of Conduct)

(cf. 3542.41 – Professional Standards for Food Services Personnel)

(cf. 3543.31 – Electronic Communications Use and Retention)

(cf. 4112.8 – Nepotism)

(cf. 4133 – Travel Reimbursement)

(cf. 9270 – Conflict of Interest)

Legal References: Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Part 200

Department of Education Direct Grant and State-Administered Programs, Title 34, Code of Federal Regulations – 34 CFR Part 75, Part 76

Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2CFR Sec. 200.474

Policy adopted:

NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut

*An optional policy to consider.*

## **Business/Non-Instructional Operations**

### **School Fund Raisers**

#### **Online Fundraising Campaigns - Crowdfunding**

The **Newtown** Board of Education (Board) believes online fundraising campaigns, including crowdfunding campaigns, may further the interests of the District. Any person or entity acting on behalf of the District and wishing to conduct an online fundraising campaign for the benefit of the District shall begin the process by seeking prior approval from the Superintendent or his/her designee. Money or items raised by an online fundraising campaign will be the property of the District only upon acceptance by the Board, and will be used only in accordance with the terms for which they were given, as agreed to by the Board.

“Crowdfunding service” means a web-based service used for the solicitation of goods, services and/or money from a large number of people via the Internet. Crowdfunding is considered a form of fundraising.

Any staff, administrators, school-related groups, or members of the public seeking grants or donations on behalf of the school or for the benefit of the school and/or its students should first discuss such request with the building Principal.

Prior to finalization of any grant or donation associated with the school and/or its students, all requests for grants or donations must be approved by the Superintendent or his/her designee. When the appropriateness of a request is in doubt or if the grant/donation obligates the school to engage in specific actions, obligations or involves the addition of District/school funding, the Superintendent shall refer the request to the Board for final acceptance or rejection.

Approval of requests shall depend on factors including, but not limited to:

- Compatibility with the District’s educational program, mission, vision, core values, and beliefs;
- Congruence with the District and school goals that positively impact student performance;
- The District’s instructional priorities;
- The manner in which donations are collected and distributed by the crowdfunding platform;
- Equity in funding; and
- Other factors deemed relevant or appropriate by the District.

If approved, the requestor shall be responsible for preparing all materials and information related to the online fundraising campaign and keeping District administration apprised of the status of the campaign.

## Business/Non-Instructional Operations

### School Fund Raisers

#### Online Fundraising Campaigns - Crowdfunding

The requestor is responsible for compliance with all state and federal laws and other relevant District policies and procedures. All items and money generated are subject to the same controls and regulations as other District property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees.

~~Note: Online fundraising campaigns have become an increasingly popular mechanism for individual educators to raise money. "Crowdfunding" can be defined as, the use of small amounts of capital from a large number of individuals to finance a project, business venture, or to fundraise for a specific cause or charity. For examples of organizations dedicated to crowdfunding for education please visit: DonorsChoose.org, an organization with a mission to empower "public school teachers from across the country to request much-needed materials and experiences for their students" or AdoptAClassroom.org, an organization with a mission to give "teachers a hand by providing needed classroom materials so that students can succeed."~~

District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes. All property and proceeds received as a result of online fundraising or solicitation as the result of a crowdfunding service become the property of the Board. As a result, no online fundraising may occur except as provided below:

1. The school Principal, subject to the approval of the Superintendent or his/her designee, shall approve all online fundraising activities prior to any employee posting any such fundraising solicitation.
2. Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the school where he or she is employed.
3. The employee must verify under the crowdfunding services' terms and conditions that he/she meets all requirements for such solicitation.
4. Any employee seeking to display or post a picture of a District student in conjunction with a fundraising solicitation must secure the written consent of the student's parents/guardians.
5. If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.
- ~~6. If a solicitation is not fully funded within the time period requested by the crowdfunding service, donations will be returned to the donor or to the employee as "account credits."~~
- ~~7. If for any reason, a solicitation cannot be concluded (for example, the employee no longer works at the original school), donations shall be returned to the donor or to the employee as "account credits."~~

## Business/Non-Instructional Operations

### School Fund Raisers

#### Online Fundraising Campaigns - Crowdfunding (continued)

8. Any solicitation shall be for educational purposes only. The solicitation of personal items (for example, winter coats, nutritional snacks) shall benefit students directly.
9. Unless otherwise approved by the Superintendent or his/her designee in writing, all goods and/or proceeds received through any online solicitation shall become the property of the Board and not of the individual employees who solicited the item(s) or funds.
10. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or his/her designee prior to any such solicitation.
11. **The acceptance of the funds will be presented to the Board of Education for final approval.** The Board reserves the right to deny approval of solicitation of any funding or grant application or to refuse acceptance of any funds awarded or donated.

(cf. 1324 – Solicitation of Funds by School Groups, Booster Clubs or Parent Groups)

(cf. 3280 – Gifts, Grant, and Bequests)

(cf. 3281 – School Fund Raisers)



*Another version to consider.*

## **Personnel -- Certified/Non-Certified**

### **Recruitment and Selection**

The Board of Education believes that the most important person in the educational life of any student is his/her teacher. Therefore, the Board of Education believes in recruiting and employing the best talent available (teachers, administrators, counselors, librarians, library media specialists, etc.), recognizing the contributions of diverse staff. All classroom District teachers as defined in the Every Student Succeeds Act, must be determined to be effective teachers, meeting applicable state certification and licensure requirements.

The Board of Education recognizes the heterogeneity of the people who reside in the school district and believes that diversity should have an important bearing on all aspects of the school district's activities. (i.e., Gender, Ethnicity, etc.)

The Board of Education believes it is especially important that this heterogeneity be recognized in the recruitment, hiring, promotion and assignment of personnel. ~~The Board of Education and administration shall develop and implement a written plan for diversifying staff recruitment.~~ The administration and staff shall engage in fair and sound personnel practices in the appointment of all district employees including non-certified staff. The administration shall be responsible for establishing recruitment, selection and appointment procedures.

### *Optional language to consider*

~~The Board wishes to avoid the appearance of cronyism in its hiring practices. "Cronyism" is defined as "the giving of special treatment, preference, jobs, political appointments, or contracts to people who are friends, donors, or political cohorts rather than to people based on their abilities or qualifications."~~

On the application form, an applicant for any position in the school district shall disclose any previous relationship with the Superintendent or any Board member. Previous relationships will include any business, financial, personal, political or family connections. ~~This will also include school relationships such as knowing the individual in high school, college, or graduate school.~~

**When recommending a candidate to the Board of Education, The the Superintendent shall provide the Board with full disclosure of will disclose** any prior knowledge or relationship with any candidate recommended for employment.

(cf. 4115 – Evaluation)

Legal Reference: Connecticut General Statutes

10-151 Employment of teachers. Notice and hearing on termination of contract (as amended by P.A. 12-116 An Act Concerning Educational Reform)

10-153 Discrimination on account of marital status.

## **Personnel -- Certified/Non-Certified**

### **Recruitment and Selection**

Legal Reference: Connecticut General Statutes (continued)

10-183v Reemployment of teachers, as amended by P.A. 10-111, An Act Concerning Education Reform in Connecticut, P.A. 16-91, An Act Making Changes to the Teachers' Retirement System, and PA 17-173 An Act Concerning Minor Revisions and Additions to the Education Statutes

10-220 Duties of Boards of Education.

31-126 Unfair Employment Practices

46a-60 Discriminatory employment practices prohibited.

P.L. 114-95 Every Student Succeeds Act, S.1177-55, 56

*A new policy to consider. This policy is based upon one originally developed by the Federal Bureau of Investigation (FBI) pertaining to this topic. This topic is also covered in policy 4112.5/4212.5 and its accompanying administrative regulation.*

## **Personnel -- Certified/Non-Certified**

### **Security Check/Fingerprinting**

### **Criminal History Record Information (CHRI)**

#### **(Proper Access, Use and Dissemination Procedures)**

#### **Purpose**

The Board of Education's (Board) intent of this policy is to ensure the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until the information is purged or destroyed in accordance with applicable record retention rules.

This policy is based upon the FBI's Criminal Justice Information Services (CJIS) Security Policy. The Board considers the FBI CJIS Security Policy as the minimum standard. This Board policy may augment, or increase the standards, but shall not detract from the CJIS Security Policy standards.

#### **Scope**

This policy applies to any electronic or physical media containing FBI CJI while being stored, accessed or physically moved from a secure location within the District. This policy applies to any authorized person who accesses, stores, and/or transports electronic or physical media.

### **Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)**

CJI refers to all of the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI is a subset of CJI and for the purposes of this policy is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use and dissemination of CHRI. In addition to the dissemination restrictions outlined below, Title 28, Part 20, Code of Federal Regulations (CFR), defines CHRI and provides the regulatory guidance for dissemination of CHRI.

#### **Proper Access, Use, and Dissemination of CHRI**

Information obtained from the Interstate Identification Index (III) is considered CHRI. Rules governing the access, use, and dissemination of CHRI are found in Title 28, Part 20, CFR. The III shall be accessed only for an authorized purpose.

## **Personnel -- Certified/Non-Certified**

### **Security Check/Fingerprinting**

### **Criminal History Record Information (CHRI)**

#### **Proper Access, Use, and Dissemination of CHRI (continued)**

Further, CHRI shall only be used for an authorized purpose consistent with the purpose for which III was accessed. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by appropriate CJIS Systems Agency (CSA) or State Identification Bureau (SIB) officials with applicable agreements in place.

### **Personnel Security Screening**

Access to CJI and/or CHRI is restricted to authorized personnel. Authorized personnel is defined as an individual or group of individuals, appropriately vetted through a national fingerprint-based record check and granted access to CJI data. Agencies, including school districts, located within states with legislation authorizing or requiring civil fingerprint-based background checks for personnel with access to CHRI for the purposes of licensing or employment shall submit a fingerprint-based record check within 30 days of employment or assignment on all personnel with those who have direct access to CJI, those who have direct responsibility to configure and maintain computer systems and networks with direct access to CJI, and any persons with access to physically secure locations or controlled areas containing CJI.

### **Security Awareness Training**

Basic security awareness training is required, within six months of initial assignment, and biennially thereafter, for all personnel with access to CJI.

### **Physical Security**

A “physically secure location” is a facility or an area, room, or group of rooms within a facility with sufficient physical and personnel security controls to protect the FBI CJI and associated information systems. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls.

Only authorized personnel shall access physically secure non-public locations. The District will maintain a current list of authorized personnel. All physical access points into the District’s secure areas will be authorized before granting access. The District will implement access controls and monitor physically secure areas to protect all transmission and display mediums of CJI. Authorized personnel will take necessary steps to prevent and protect the District from physical, logical and electronic breaches.

## **Personnel -- Certified/Non-Certified**

### **Security Check/Fingerprinting**

#### **Criminal History Record Information (CHRI) (continued)**

### **Media Protection**

Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI.

The District shall securely store electronic and physical media within physically secure locations or controlled areas. The District restricts access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data shall be encrypted per Section 5.10.1.2.

### **Media Transport**

Controls shall protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use. The District shall protect and control electronic and physical media during transport outside of controlled areas and restrict the activities associated with transport of such media to authorized personnel.

### **Media Sanitization and Disposal**

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, printouts, and other similar items used to process, store and/or transmit FBI CJI shall be properly disposed of in accordance with measures established by the District.

One of the following methods shall dispose of physical media (printouts and other physical media):

1. Shredding using District issued shredders;
2. Placed in locked shredding bins for private contractor to come on-site and shred, witnessed by District personnel throughout the entire process;
3. Incineration using District incinerators or witnessed by District personnel onsite at District or at contractor incineration site, if conducted by non-authorized personnel.

## **Personnel -- Certified/Non-Certified**

### **Security Check/Fingerprinting**

### **Criminal History Record Information (CHRI)**

### **Media Sanitization and Disposal (continued)**

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard-drives, etc.) shall be disposed of by one of the following District methods:

1. *Overwriting* (at least 3 times) – an effective method of clearing data from magnetic media. Overwriting uses a program to write (1's, 0's, or a combination of both) onto the location of the media where the file to be sanitized is located.
2. *Degaussing* – a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Common magnets are weak and shall not be used to degauss magnetic media.
3. *Destruction* – a method of destroying magnetic media. Destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from the District's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

### **Account Management**

The District shall manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The District shall validate information system accounts at least annually and shall document the validation process.

All accounts shall be reviewed at least annually by the designated CJIS point of contact (POC) or his/her designee to ensure that access and account privileges are commensurate with job functions, need-to-know, and employment status on systems that contain Criminal Justice Information. The POC may also conduct periodic reviews.

### **Remote Access**

The District shall authorize, monitor, and control all methods of remote access to the information systems that can access, process, transmit, and/or store FBI CJI. Remote access is any temporary access to the District's information system by a user (or an information system) communicating temporarily through an external, non-District controlled network (e.g., the Internet).

## **Personnel -- Certified/Non-Certified**

### **Security Check/Fingerprinting**

#### **Criminal History Record Information (CHRI)**

#### **Remote Access (continued)**

The District shall employ automated mechanisms to facilitate the monitoring and control of remote access methods. The District shall control all remote accesses through managed access control points. The District may permit remote access for privileged functions only for compelling operational needs, but shall document the rationale for such access in the security plan for the information system.

Utilizing publicly accessible computers to access, process, store or transmit CJI is prohibited. Publicly accessible computers include but are not limited to hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

#### **Personally Owned Information Systems**

A personally owned information system is not authorized to access, process, store or transmit CJI unless the District has established and documented the specific terms and conditions for personally owned information system usage. A personal device includes any portable technology like camera, USB flash drives, USB thumb drives, DVDs, CDs, air cards and mobile wireless devices such as Androids, Blackberry OS, Apple iOS, Windows Mobile, Symbian, tablets, laptops or any personal desktop computer.

#### **Reporting Information Security Events**

The District shall promptly report incident information to appropriate authorities to include the state CSA or SIB's Information Security Officer (ISO). Information security events and weaknesses associated with information systems shall be communicated to allow for timely corrective action to be taken. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the District shall employ automated mechanisms to assist in the reporting of security incidents. All employees, contractors and third party users shall be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of agency assets and are required to report any information security events and weaknesses as quickly as possible to the designated point of contact.

#### **Policy Violation/Misuse Notification**

Violation of any of the requirements contained in this CJIS Security Policy or Title 28, Part 20, CFR, by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination.

## **Personnel -- Certified/Non-Certified**

### **Security Check/Fingerprinting**

### **Criminal History Record Information (CHRI)**

### **Policy Violation/Misuse Notification** (continued)

Likewise, violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any visitor can result in similar disciplinary action against the sponsoring employee, and can result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

(cf. 4112.5/4212.5 - Security Check/Fingerprinting)

(cf. 4112.51/4212.51 - Employment/Reference Checks)

Legal Reference: Connecticut General Statutes

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181 and June 19 Special Session, PA 09-1, PA 11-93 and PA 16-67)

29-17a Criminal history checks. Procedure. Fees.

PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel Records

Criminal Justice Information Services (CJIS) Security Policy, Version 5.4, U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division, October 6, 2015.

CJIS Security Policy

Title 28 C.F.R. Part 20

Policy adopted:

**NEWTOWN PUBLIC SCHOOLS**  
Newtown, Connecticut



*An optional regulation to consider, extensively revised to reflect new legislation. It has been further updated to include a new section pertaining to Criminal Justice Information (CJI).*

## **Personnel – Certified/Non-Certified**

### **Security Check/Fingerprinting**

Each person hired by the school system shall be required to submit to state and national criminal record checks. In order to process such record checks, the following procedure will be followed:

1. No later than ten calendar days after the Superintendent or his/her designee has notified job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will supply the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted. ~~by the Regional Service Center.~~ This packet shall also contain all documents and materials necessary ~~for the Regional Service Center~~ to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks.
2. No later than ten calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.
4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee ~~in writing~~ of the results of the record check and will provide an opportunity for the affected applicant/ employee to respond to the results of the criminal record check.
5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including, but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

## **Personnel – Certified/Non-Certified**

### **Security Check/Fingerprinting (continued)**

6. Each applicant for a position involving direct student contact is required to make three disclosures to the Board for a position involving direct student contact. The applicant must:
  - a. Provide the District with contact information for current and former employers if they were education employers or the employment otherwise involved contact with children. The contact information must include each employer's name, address, and telephone number.
  - b. Provide a written authorization that consents to and authorizes such former employers to disclose information and related records about him or her that is requested on the SDE-designed standardized form that interviewing education employers send. The authorization also must consent to and authorize SDE to disclose information and related records to requesting education employers and release such former employers and SDE from any liability that may arise from such disclosure or release.
  - c. Give a written statement about whether he or she:
    - i. was the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency, or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated;
    - ii. was disciplined or asked to resign from a job or resigned from or otherwise separated from any job while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families (DCF), or an allegation of sexual misconduct was pending or under investigation or because of an allegation substantiated by DCF of abuse or neglect or sexual misconduct or a conviction for abuse or neglect or sexual misconduct; or
    - iii. had a professional or occupational license or certificate suspended or revoked or ever surrendered one while an allegation of abuse or neglect was pending or under investigation by DCF, or an investigation of sexual misconduct was pending or under investigation, or because of an allegation substantiated by DCF of abuse or sexual misconduct or a conviction for abuse or sexual misconduct.

## **Personnel – Certified/Non-Certified**

### **Security Check/Fingerprinting (continued)**

7. The District is prohibited from offering employment for any position involving direct student contact until the following has occurred:
  - a. the applicant has complied with the above disclosure requirements;
  - b. the District has reviewed, either through written or telephone communication, the applicant's employment history on the standardized form filled out by current and past employers, which current or former employers must complete and return within five business days of receipt; and
  - c. the District has requested information from SDE about the applicant's eligibility status for a position requiring a certificate, authorization, or permit; previous disciplinary action for a substantiated finding of abuse or neglect or sexual misconduct; and notice of a criminal conviction or pending criminal charges against the applicant.
8. A good faith effort to reach an applicant's current and previous employers shall be made. A "good faith effort" is one requiring no more than three phone calls on three separate days.
9. The District may request additional information from an applicant's current or former employers relating to any response the applicant listed on the standardized SDE form, to which the applicant must respond within five business days of receipt. Immunity is provided from criminal and civil liability to any employer who provides such information, as well as to SDE, as long as the information supplied is not knowingly false.
10. The information available to the Board from SDE about an applicant may include:
  - a. any information about the applicant's eligibility for employment with such education employer in a position that requires a certificate, authorization, or permit;
  - b. whether SDE knows if the applicant was disciplined for a finding of abuse or neglect or sexual misconduct, and any information related to the finding; and
  - c. whether SDE has been notified that the applicant has been convicted of a crime or of pending criminal charges against the applicant and any information about such charges.
11. Applicants for substitute teaching positions must also fulfill the disclosure requirements as listed above. The District will also request information from the applicant's prior employers and SDE (in the same manner required for other applicants).

## **Personnel – Certified/Non-Certified**

### **Security Check/Fingerprinting (continued)**

12. Adult education teachers and substitute teachers, if they are continuously employed by the district, do not have to be refingerprinted after fulfilling the initial requirement.
13. The District shall maintain a list of individuals suitable to work as substitute teachers. Only those on the list may be hired as substitute teachers. An individual remains on the list as long as (1) he or she is continuously employed by the District as a substitute teacher and (2) District does not have any knowledge that would cause the person to be removed from the list.
14. School nurses and nurse practitioners appointed by the Board or under contract with the Board shall also submit to a criminal history check pursuant to C.G.S. 29-17a.
15. Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate shall also submit to a criminal history check. The criminal history check shall be done prior to being placed in a school for clinical experiences such as field experiences, student teaching or internship. Candidates are required to be fingerprinted at one of the RESCs and not through local police stations or the school district. The District is required to notify the State Board of Education if notice is received that a student teacher has been convicted of a crime.
16. Each applicant for a certified position must submit to a records check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry established pursuant to C.G.S. 17a-101k before the applicant may be hired. The Superintendent or his/her designee shall request the required records check of DCF in accordance with the procedures established by DCF.
17. Each applicant for a non-certified position must submit to a records check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry established pursuant to C.G.S. 17a-101k before the applicant may be hired. The Superintendent or his/her designee shall request the required records check of DCF in accordance with the procedures established by DCF.
18. Contractors that apply for positions involving direct student contact are required to perform the checks on their employees who would fill such positions. These checks are similar to the ones the District must perform on applicants.
  - a. A contractor's employee must fulfill the three disclosure requirements that a regular, direct applicant for such a position must fulfill.

## **Personnel – Certified/Non-Certified**

### **Security Check/Fingerprinting (continued)**

- b. The contractor must contact any current or former employers that were education employers and request, by telephone or in writing, any information about whether there was a finding of abuse or neglect or sexual misconduct against the employee, and which the employer must report if there is one.
  - c. Should the contractor receive any information indicating such a finding or otherwise has knowledge of one, he or she must immediately forward, either by telephone or in writing, the information to the District.
  - d. The District must determine whether the employee may work in a position involving direct student contact at any of its schools.
  - e. It is not considered a breach of contract for the District to determine that the contractor's employee is forbidden to work under any such contract in such a position.
19. The District shall notify SDE when it receives information that applicants or employees have been disciplined for a finding of abuse or sexual misconduct.
20. The District is required to provide upon request, to any other education employer or to the Commissioner of Education, information it may have about a finding of abuse or sexual misconduct for someone being vetted for hire as a direct employee of the Board or a contractor's employee.
21. The Board is prohibited from entering into any collective bargaining agreement, employment contract, resignation or termination agreement, severance agreement, or any other agreement or take any action that results in any of the following outcomes:
- a. has the effect of suppressing information about an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
  - b. affects the education employer's ability to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
  - c. requires the district to expunge information about an allegation or finding of suspected abuse or neglect or sexual misconduct from any documents it maintains, unless after investigation the allegation is dismissed or found to be false.

## Personnel – Certified/Non-Certified

### Security Check/Fingerprinting (continued)

22. The District may employ or contract with an applicant for up to 90 days while awaiting the complete review of their application information, as long as the following has occurred:
  - a. the applicant has submitted to the District the three required disclosures,
  - b. the District has no information about the applicant that would disqualify him or her from employment, and
  - c. the applicant affirms that he or she is not disqualified from employment with the education employer.
23. Applicants who knowingly provide false information or knowingly fail to disclose information that is statutorily required to the District is subject to discipline by the District. Such discipline may include denial of employment or termination of a certified employee's contract.

### Criminal Justice Information\*

Policies #4112.5/4212.5 and #4112.51/4212.51 and applicable law require applicants for employment in the District to submit to state and national criminal record checks. All results for such background checks and accompanying information is considered "Criminal Justice Information (CJI)." Such information is to be maintained, used and disclosed in compliance with this administrative regulation. These regulations apply to all CJI that the District possesses or controls in any form or format, including CJI contained in correspondence, documentation or reports of the District.

### Definitions

**Criminal Justice Information (CJI)** means the results of any state or federal criminal record checks of an applicant for employment in the district, volunteer, employee, or contractor and all copies thereof.

**Criminal Justice Information Officer (CJI Officer)** means the individual appointed by the Superintendent to be responsible for the use, disclosure, and safeguarding of CJI in the District. This individual serves as the District's primary point of contact for CJI matters and these regulations.

**Permitted Individual** means an individual designated by the Superintendent, or his/her designee, who may access CJI. Such individuals may include, but are not limited to, human resources personnel, and certain administrative staff.

## **Personnel – Certified/Non-Certified**

### **Security Check/Fingerprinting (continued)**

#### **Request and Use of Criminal Justice Information**

An employee, contractor, applicant, volunteer, will be asked by the District for CJI as permitted or required by applicable policy and/or law.

The Superintendent or his/her designee shall designate those individuals who will be considered “Permitted Individuals” for purposes of these regulations. CJI may not be accessed by any other member of the District staff or be used for any reason without obtaining prior written approval from the CJI Officer. CJI used by the “Permitted Individual” is limited to that permitted or required by law or District policy.

“Permitted Individuals” must satisfy applicable legal screening requirements prior to access to CJI, including the following:

1. Permitted Individuals who are Connecticut residents shall be screened by the District through a Connecticut and national fingerprint-based record check after designations as a Permitted Individual.
2. Permitted Individuals who are not Connecticut residents shall be subject to a District state and national fingerprint-based record check and follow FBI guidance pertaining to additional screening requirements.

The Connecticut Department of Emergency Services and Public Protection may be consulted by the CJI Officer pertaining to the execution of the above cited screening requirements.

A Permitted Individual’s access to CJI may be terminated with or without cause at the discretion of the Superintendent, CJI Officer, or their respective designees. Upon termination of the Permitted Individual’s employment in or contract with the District, such individual’s access to CJI is to be immediately terminated. Reassignment or modification of a Permitted Individual’s professional responsibilities is considered cause to reconsider CJI access.

#### **Maintenance and Safeguarding of Criminal Justice Information (CJI)**

The District will designate the locations, files and information systems where CJI is to be maintained. These controlled areas, locked when unattended, are limited to Permitted Individuals and other authorized personnel. If not possible to reasonably restrict access, all CJI is to be maintained in encrypted format in a manner consistent with legal requirements and industry standards.

The written approval of the CJI Officer is required in order to remove CJI from a controlled area. The CJI Officer must develop a protocol to ensure the protection of CJI while being transported and while out of the controlled area.

## **Personnel – Certified/Non-Certified**

### **Security Check/Fingerprinting** (continued)

### **Maintenance and Safeguarding of Criminal Justice information (CJI)** (continued)

CJI that is maintained in paper format must be kept in a physically secure location, with a posted notice of restricted access to such records. An access log or sign-in sheet is to be used to record access to paper records.

The Criminal Justice Information Services (CJIS) Security Policy contains safeguards for CJI records maintained in electronic format which the District shall comply. These safeguards include, but are not limited to, maintaining CJI on secure electronic systems and media; positioning information systems in a manner to prevent unauthorized individuals access and viewing CJI; storing electronic media containing CJI in a secure location; instituting access controls to limit access to Permitted Individuals; validating and authenticating information system users accessing CJI; developing protocols for configuration management and providing necessary access for system modifications and maintenance; providing the capability to detect and protect against threats to the integrity of CJI; developing parameters for auditing electronic systems containing CJI; and instituting media protection policies and procedures.

### **Disclosure of CJI by Permitted Individuals**

CJI may be disclosed by Permitted Individuals to (1) District staff upon written approval of the Superintendent, CJI Officer or their respective designees when such disclosure is viewed as reasonably necessary for the performance of District function or policy or consistent with applicable law; (2) third-party individuals/entities when such disclosure has been approved by the Superintendent or CJI Officer or their respective designees, when consistent with applicable law; or as otherwise required or permitted by law. All such disclosures shall be logged.

### **Security Incident Response**

“Security Incident” is the actual or suspected acquisition, access, use, or disclosure of CJI in a manner not permitted by these regulations or applicable law. A Security Incident must be reported immediately to the CJI Officer, who will investigate, collect relevant evidence and respond to all such incidents.

The CJI Officer is to document each security incident including the District’s response, steps taken to mitigate harm to the affected individuals and changes, as necessary to District policies and procedures to avoid a reoccurrence of such incidents.

Security incidents are to be reported in writing to the District, regarding an individual’s CJI that may have been accessed, acquired or disclosed during the Security Incident. Affected individuals and/or appropriate government agencies will be notified by the District as required by law or as the District determines appropriate.



## **Personnel – Certified/Non-Certified**

### **Security Check/Fingerprinting** (continued)

### **Record Retention, Disposal and Destruction of CJI**

CJI shall be maintained by the District in conformity with applicable record retention laws. Records containing CJI shall be stored for extended periods only if they are key elements for the integrity and/or utility of case files and/or criminal record files. Any audit records and transaction logs are to be maintained for one year. All records containing CJI are to be destroyed when the District is no longer required to keep CJI on file.

CJI containing paper records shall be disposed of as to make them unreadable and unable to be reconstructed, by shredding or incineration of such records. Electronic media containing CJI shall be destroyed utilizing a method that renders the CJI unreadable, indecipherable or unable to be reconstructed. Media destruction is to be done only by authorized personnel and witnessed and the method used documented.

### **Training**

District staff with access to CJI shall initially be trained in the use, disclosure and safeguarding of such information and no less than biennially after the initial training.

(cf. 4112.51/4212.51 - Employment/Reference Checks)

Legal Reference: Connecticut General Statutes

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181, June 19 Special Session, PA 09-1, PA 11-93 and PA 16-67)

17a-101k Registry of findings of abuse or neglect of children maintained by Commissioner of Children and Families. Notice of finding of abuse or neglect of child. Appeal of finding. Hearing procedure. Appeal after hearing. Confidentiality. Regulations.

29-17a Criminal history checks. Procedure. Fees.

PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel Records.

PA 16-83 An Act Concerning Fair Chance Employment

## **Personnel – Certified/Non-Certified**

### **Security Check/Fingerprinting (continued)**

Legal Reference: Connecticut General Statutes (continued)

Criminal Justice Information Services (CJIS) Security Policy, Version 5.4, U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division, October 6, 2015.

\*This section of the administrative regulation pertaining to Criminal Justice Information (CJI) is based upon information originally developed by the law firm of Shipman and Goodwin.

Regulation approved:

**NEWTOWN PUBLIC SCHOOLS**  
Newtown, Connecticut